

Chief, Library Division

13 February 1951

Acting Chief, Fiscal Division

Fiscal Requirements for the Maintenance of  
Library Publication Expense-Obligation

1. By the utilization of the new Purchase Order - Invoice Voucher (Form No. 44), and petty cash purchase procedures, the processing of purchases for the library will be simplified. A blanket estimated monthly obligation will be established for purchase orders issued. As payments are made said obligation will be liquidated by the same amount. There also will be established for petty cash purchases an estimated obligation based upon a monthly requirement which will remain constant, unless revised, to the last month of the fiscal year at which time the obligation will be liquidated with payments for the last month. Petty cash payments will currently be applied against the unobligated balance of the allotted fund.

2. The amount of obligations to be reported will include the total of those items where the precise amount of the individual obligation is not known but the best estimate of which will be shown and subsequently paid or liquidated by other means, such as, cancellation, correction, etc., (22A Budget and Treasury Regulation No. 1).

3. The affect upon the procedures of other divisions within the Agency will be that their internal mechanics must be revamped to a relative degree in order that the combined results may be presented accurately.

4. With the use of Form No. 44 and petty cash purchases, the obligation and liquidation procedure will be as follows:

a. PURCHASES BY FORM NO. 44Obligations

(1) Monthly obligations will be estimated by the Library Division at the beginning of each fiscal year. Basis for this estimated amount will be available for inspection and verification.

(2) The estimated amount will be included in a memorandum request for Obligation to the Fiscal Division for recording on the books of account on or before the first day of each month.

(3) In the event the necessity to increase an estimate arises during the current month, an immediate request for increase will be forwarded to the Fiscal Division.

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### Liquidation of Obligations

#### Payments

1. Billings received from the Vendors will be immediately processed by the Library and forwarded to the Fiscal Division for auditing and processing for payment.

a. Receiving information will be shown on No. 3 copy of Form No. 44.

b. Where the estimated cost has been indicated, at the time the order is processed, adjustment to actual cost will be made on the No. 3 copy of Form No. 44 and manually initialed by a responsible employee of the Library.

c. In the event authorization is granted to ship books at Government expense, the vendor will be advised to submit the ORIGINAL prepaid express receipt or, if a postage charge is authorized, the weight of the books and zone of the point from which shipped will be furnished. The P.O.S. point will be clearly marked on all orders.

d. It will be the responsibility of the Library Division to forward all invoices, involving discounts, to the Fiscal Division in sufficient time to process the vouchers.

2. Transactions involving partial payments will not be vouchered on Form No. 44.

#### Other

(a) Other liquidations to the obligation will be made by the use of memorandum request for changes.

#### b. PURCHASE BY PETTY CASH

##### Obligations

(1) An estimated obligation to cover petty cash purchases for one month will be forwarded at the beginning of each fiscal year to the Fiscal Division for recording on the accounting records.

(2) Revisions to this obligation will be made as necessary.

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Liquidation of Obligations

a. Petty cash vouchers, Form No. 1129, will be completed and processed in accordance with General Regulations  dated 2 May 1945.

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b. The payments from the Petty Cash Fund will be recorded as a disbursement without liquidation of prior obligation by the Fiscal Division during the eleven months of the fiscal year.

c. Petty Cash Payments and other adjustments made during the last month of the fiscal year will be applied against this obligation, thereby liquidating said amount.

STATINTL

VLB/mgk  
cc: Procurement Office  
Accounts  
Claims  
FPB